


<b>INVITATION TO BID</b>  STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING				BIDS WILL BE PUBLICLY OPENED:  <div style="font-size: 1.2em; font-weight: bold;">MAR 11, 2010    10:00 AM</div>  PURCHASING AGENCY NO. :    107001	
=====> <b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2238595 <b>FILE NO. :</b> <b>OPENING DATE :</b> 03/11/10  <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		<b>SEE NO. 8 BELOW. RETURN BID TO</b> <div style="text-align: right;">10:00 AM</div> <div style="display: flex; justify-content: space-between;"> <span>2238595</span> <span>03/11/10</span> </div> <b>OFFICE OF STATE PURCHASING</b> <b>OFFICE OF STATE PURCHASING</b> <b>POST OFFICE BOX 94095</b> <b>BATON ROUGE, LA 70804-9095</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>BUYER :</b>    JANIS DONALDSON, CPPB  <b>BUYER PHONE :</b>    (225) 342-8015  <b>DATE ISSUED :</b>    02/19/10  <b>REQ. AGENCY :</b>    107001         </div> <div style="text-align: right;">FOLD HERE--&gt;</div> </div> <div style="text-align: center; font-weight: bold;">OFFICE OF STATE PURCHASING</div> <div> <b>AGENCY REQ. NO. :</b>  <b>ISIS REQ. NO. :</b>    1329480  <b>VENDOR PHONE :</b>  <b>FISCAL YEAR :</b>    10  <b>CLASS/SUBCLASS :</b>    91538  <b>SCHEDULED BEGIN DATE :</b>    04/01/10  <b>SCHEDULED END DATE :</b>    03/31/11  <b>T-NUMBER :</b>    90789         </div>			
<div style="font-size: 1.1em; font-weight: bold;">FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</div>					
<i>FILM &amp; PRINT PROCESSING SVCS, INCLUDING DIGITAL &amp; SCAN-TO-DISC - AREA 2 AGENCIES</i>					
TO BE COMPLETED BY VENDOR					
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).					
INSTRUCTIONS TO BIDDERS					
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ . 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ 004DAYS ARO 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.					
<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>		<b>TITLE</b>		<b>DATE</b>	
<b>SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.</b> <b>(MUST BE SIGNED)</b>			<b>NAME OF BIDDER</b> <b>(TYPED OR PRINTED)</b>		

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: _____ NA _____ NA _____ NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:</p> <ul style="list-style-type: none"><li>A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;</li><li>B. BID FILLED OUT IN PENCIL; AND</li><li>C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</li></ul> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol>			

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<p>1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:</p> <p>BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.</p> <p>BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT: OFFICE OF STATE PURCHASING P O BOX 94095 BATON ROUGE LA 70804-9095</p> <p>BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:</p> <p>OFFICE OF STATE PURCHASING CLAIBORNE BUILDING, SUITE 2-160 1201 NORTH THIRD STREET BATON ROUGE, LA 70802</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE &amp; TIME SHALL RESULT IN REJECTION OF THE BID.</p> <p>***** PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION. *****</p> <p><b>**ATTENTION:**</b></p> <p>RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC AT THE FOLLOWING WEB SITE: <a href="http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp">HTTP://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP</a> ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.</p> <p>2 TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.</p> <p>3 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.</p>			

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4 SUBSTITUTES. ONLY BRANDS AND NUMBERS STATED IN THE AWARD ARE APPROVED FOR DELIVERY UNDER THIS CONTRACT AND ANY SUBSTITUTION MUST RECEIVE PRIOR WRITTEN APPROVAL OF THE DIRECTOR OF STATE PURCHASING OR DESIGNEE.

5 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.

6 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.

7 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER. QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.

8 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION OF FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE TO VENDOR AND ADDRESS AS SHOWN ON ORDER.

9 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER MUST SUBMIT WITH THE BID, A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.

10 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE?    YES \_\_\_\_\_

SPECIFY LINE NUMBER (S) : \_\_\_\_\_

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<p>_____</p> <p>_____</p> <p>SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____</p> <p>_____</p> <p>(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)</p> <p>DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES _____ NO _____</p> <p>IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?</p> <p>YES _____ NO _____</p> <p>FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.</p> <p>11      **** PLEASE NOTE - ACTION NEEDED IN THIS CLAUSE HAS CHANGED**** ***** COOPERATIVE PURCHASE. POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS (DESCRIBED BELOW), MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING. THE BIDDER MAY, AT ITS OPTION, PERMIT POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS TO PURCHASE FROM ANY CONTRACTS AWARDED AGAINST THIS SOLICITATION. PLEASE CHECK ALL THAT APPLY:</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO AGENCIES OF THE UNITED STATES GOVERNMENT.</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO OTHER BUYING ORGANIZATIONS (OTHER THAN THE UNITED STATES GOVERNMENT), NOT LOCATED IN THIS STATE WHICH, IF LOCATED IN THIS STATE, WOULD QUALIFY AS A PUBLIC PROCUREMENT UNIT.</p> <p>12      ACCEPTANCE. UNLESS OTHERWISE SPECIFIED, BIDS ON THIS CONTRACT WILL BE ASSUMED TO BE FIRM FOR ACCEPTANCE FOR A MINIMUM OF 60 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD.</p> <p>13      CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS WILL BE CONSIDERED ONLY ON THE ANNIVERSARY DATE OF THE CONTRACT. EXCEPTIONS TO THIS WILL BE ALLOWED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.</p>			

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CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.

14 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS MORE OR LESS THAN THE QUANTITIES SHOWN.

15 ORDERS. ALL STATE AGENCIES ARE TO ISSUE CONTRACT RELEASE ORDERS FOR THE ITEMS REQUIRED, AS AND WHEN NEEDED. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI AGENCIES WHO HAVE BEEN AUTHORIZED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING, ARE TO ISSUE THEIR REGULAR PURCHASE ORDERS DIRECTLY TO THE SUPPLIER, MAKING REFERENCE TO THE CONTRACT AND ITEM NUMBER.

16 CANCELLATION  
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

17 CONTRACT PERFORMANCE EVALUATION  
IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO [HTTP://WWW.DOA.LA.GOV/OSP/ONLINEFORMS/SUBMIT/CONTRPERFORMANCE.PDF](http://www.doa.la.gov/osp/onlineforms/submit/contrperformance.pdf) OR CALL FOR A COPY.

AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.

18 NON-EXCLUSIVITY CLAUSE:  
  
THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE STATE AGENCIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR, EQUAL, OR LIKE GOODS AND/OR SERVICES FROM OTHER ENTITIES OR SOURCES.

19 IF BIDDING OTHER THAN SPECIFIED, SUFFICIENT INFORMATION SHOULD BE ENCLOSED WITH THE BID IN ORDER TO DETERMINE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS.

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<p>FAILURE TO COMPLY WITH THIS REQUEST MAY ELIMINATE YOUR BID FROM CONSIDERATION.</p> <p>20 AWARD FORMULA: AWARD TO BE MADE TO THE OVERALL LOW BIDDER MEETING THE WRITTEN SPECIFICATIONS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO DELETE LINE ITEM(S) FROM AWARD.</p> <p>21 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.</p> <p>22 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</p> <p>23 QUALITY OF WORKMANSHIP AND STOCK-ALL ARTICLES FURNISHED AND WORK DONE MUST BE OF A FIRST CLASS QUALITY. THE USE OF POOR TYPE, POOR PRESSWORK OR THE USE OF A DIFFERENT COLOR OF INK FROM THAT ORDERED, INFERIOR BINDING, INFERIOR QUALITY OR MIS-MATCHED PAPER STOCK, A LESSER GRADE OF PAPER THAN THAT ORDERED, OR ANY OTHER DISCREPANCIES WILL BE SUFFICIENT CAUSE FOR THE REJECTION OF THE WORK AND FOR REFUSAL OF PAYMENT UNTIL THE CONTRACT CONTROVERSY IS RESOLVED.</p> <p>24 THIS CONTRACT IS FOR AREA 2 AGENCIES ONLY. AREA 2 CONSISTS OF THE FOLLOWING PARISHES - ASCENSION, EAST BATON ROUGE, EAST FELICIANA, IBERVILLE, LIVINGSTON, POINTE COUPEE, ST. HELENA, TANGIPAHOA, WASHINGTON, WEST BATON ROUGE, AND WEST FELICIANA.</p> <p>25 FILM PROCESSING SERVICE TO BE PERFORMED AT VENDOR'S PLACE OF BUSINESS IN BATON ROUGE. AGENCIES WILL DROP FILM AT THIS LOCATION AND PICK UP PROCESSED FILM, VENDOR NOT REQUIRED TO FURNISH TRANSPORTATION.</p> <p>26 FILM PROCESSING, FOR THE DEPARTMENT OF PUBLIC SAFETY, MUST BE DONE AT THE LOCATION WHERE THE FILM IS DELIVERED TO MAINTAIN THE CHAIN OF EVIDENCE REQUIRED BY THE DEPARTMENT OF PUBLIC SAFETY.</p> <p>27 ***** * ALL FILM MUST BE GUARANTEED TO LAST AT LEAST SIX (6) YEARS. * * * * NEGATIVE NUMBER MUST BE PRINTED ON THE BACK OF EACH PHOTO. * * * *****</p> <p>28 MANUFACTURERS OF PROCESSING CHEMISTRY AND PAPER SHOULD HAVE TECHNICAL ADVISORS AVAILABLE TO AID THE SUCCESSFUL BIDDER WITH POSSIBLE PROCESSING PROBLEMS.</p> <p>29 VENDOR MAY BE REQUIRED TO DO SOME TRIAL PHOTO DEVELOPING PRIOR TO AWARD OF CONTRACT.</p>			



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<div>30 CONTRACT USAGE REPORT:</div> <div>SUCCESSFUL VENDOR SHOULD KEEP A COPY OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD VENDOR MAY BE REQUIRED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT WITH COPIES OF ALL ORDERS.</div> <div>THE USAGE REPORT IS TO INCLUDE THE VENDORS NAME, PHONE AND FAX NUMBERS, THE PERSONS NAME WHO COMPILED THE REPORT, A SUMMARY BY LINE ITEM WITH QUANTITY PURCHASED AND TOTAL VALUE OF EACH LINE ITEM. ADDITIONALLY THE REPORT IS TO SUMMARIZE THE TOTAL DOLLAR VOLUME OF THE ENTIRE CONTRACT. VENDOR MAY SUBMIT COMPUTER GENERATED REPORTS AND CAN ITEMIZE BY ORDER NUMBER, BY LINE ITEM, BUT THE LINE ITEM TOTALS, CONTRACT TOTALS AND COPIES OF ORDER ARE REQUIRED.</div>			

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: BATON ROUGE PLAN DIST (AREA 2)				
00001	COMMODITY CODE: 915-38-002742  ***** CONTRACT FOR FILM AND PRINT PROCESSING SERVICES, INCLUDING DIGITAL AND SCAN-TO-DISC SERVICES FOR AGENCIES IN STATE PLANNING AREA 2 ONLY. AREA 2 CONSISTS OF THE FOLLOWING PARISHES: ASCENSION, EAST BATON ROUGE, EAST FELICIANA, IBERVILLE, LIVINGSTON, POINTE COUPEE, ST. HELENA, TANGIPAHOA, WASHINGTON, WEST BATON ROUGE AND WEST FELICIANA.  FILM PROCESSING, BLACK AND WHITE, 35MM ROLL FILM, 20/ROLL, FINE GRAIN CUSTOM. PROCESSING TIME - IN BY 10:00 AM - OUT BY 5:00 PM. (HAND PROCESSING SERVICES ONLY - MACHINE PROCESSING IS NO LONGER AVAILABLE.)	30	ROLL		
00002	COMMODITY CODE: 915-38-002746  FILM PROCESSING, BLACK AND WHITE, 35MM ROLL FILM, 36/ROLL, FINE GRAIN CUSTOM. PROCESSING TIME - IN BY 10:00 AM - OUT BY 5:00 PM. (HAND PROCESSING SERVICES ONLY - MACHINE PROCESSING IS NO LONGER AVAILABLE.)	30	ROLL		
00003	COMMODITY CODE: 915-38-002826  FILM PROCESSING, COLOR, KODACOLOR ROLL FILM, 12 EXP./ROLL. PROCESSING TIME - IN BY 10:00 AM - OUT BY 5:00 PM.	30	ROLL		
00004	COMMODITY CODE: 915-38-002723	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	FILM PROCESSING, BLACK AND WHITE PRINTS, CUSTOM ENLARGER MADE PRINTS, SINGLE WEIGHT OR DOUBLE WEIGHT, MATTE OR GLOSSY, 8 X 10. PROCESSING TIME - IN BY 10:00 AM - OUT BY 5:00 PM. (HAND PROCESSING SERVICES ONLY - MACHINE PROCESSING IS NO LONGER AVAILABLE.)				
00005	COMMODITY CODE: 915-38-002855  FILM PROCESSING, COLOR PRINTS, MACHINE PRINT, 4 X 6. PROCESSING TIME - IN BY 10:00 AM - OUT BY 5:00 PM.	6930	EACH		
00006	COMMODITY CODE: 915-38-002822  FILM PROCESSING, COLOR PRINTS, CUSTOM COLOR ENLARGER MADE PRINTS, 5 X 7. PROCESSING TIME - IN BY 10:00 AM - OUT BY 5:00 PM.	45	EACH		
00007	COMMODITY CODE: 915-38-002780  FILM PROCESSING, COLOR PRINTS FROM 35MM KODACOLOR AND EKTACOLOR NEGATIVES, MACHINE PRINT MATTE OR GLOSSY, 2R. PROCESSING TIME - IN BY 10:00 AM - OUT BY 5:00 PM.	1	EACH		
00008	COMMODITY CODE: 915-38-002784  FILM PROCESSING, COLOR PRINTS FROM 35MM KODACOLOR AND EKTACOLOR NEGATIVES, MACHINE PRINT MATTE OR GLOSSY, 3R. PROCESSING TIME - IN BY 10:00 AM - OUT BY 5:00 PM.	1	EACH		
00009	COMMODITY CODE: 915-38-002797	10	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	FILM PROCESSING, COLOR PRINTS FROM 35MM, 120 AND 126 KODACOLOR AND EKTACOLOR NEGATIVES, CUSTOM PRINT, MATTE OR GLOSSY, 8 X 10 EASTMAN. PROCESSING TIME - 24 HOURS.				
00010	COMMODITY CODE: 915-38-002835  FILM PROCESSING, CUSTOM COLOR PRINTS FROM INTERNEGATIVES, 11 X 14 EASTMAN. PROCESSING TIME - 3 DAYS	2	EACH		
00011	COMMODITY CODE: 915-38-002851  FILM PROCESSING, CUSTOM COLOR PRINTS FROM INTERNEGATIVES, 126 SLIDE DUPLICATE. PROCESSING TIME - 24 HOURS.	1	EACH		
00012	COMMODITY CODE: 915-38-002839  FILM PROCESSING, CUSTOM COLOR PRINTS FROM INTERNEGATIVES, 35MM SLIDE DUPLICATE. PROCESSING TIME - 24 HOURS.	1	EACH		
00013	COMMODITY CODE: 915-38-002719  FILM PROCESSING, 35MM KODACOLOR FILM, 20 EXPOSURES. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	605	ROLL		
00014	COMMODITY CODE: 915-38-002715  FILM PROCESSING, 35MM KODACOLOR FILM, 36 EXPOSURES. PROCESSING TIME - IN BY 10:00 AM. - OUT	10	ROLL		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	BY 5:00 PM.				
00015	COMMODITY CODE: 915-38-002708  FILM PROCESSING, 35MM KODACHROME ROLL FILM, 20 EXPOSURES, MOUNTED, COLOR. PROCESSING TIME - 3-4 DAYS.	1	ROLL	_____	_____
00016	COMMODITY CODE: 915-38-002712  FILM PROCESSING, 35MM KODACHROME ROLL FILM, 36 EXPOSURES, MOUNTED, COLOR. PROCESSING TIME - 3-4 DAYS.	1	ROLL	_____	_____
00017	COMMODITY CODE: 915-38-002699  FILM PROCESSING, 35MM HIGH SPEED EXTACHROME ROLL FILM, MOUNTED, 20 EXP., COLOR. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	3	ROLL	_____	_____
00018	COMMODITY CODE: 915-38-002703  FILM PROCESSING, 35MM HIGH SPEED EXTACHROME ROLL FILM, MOUNTED, 36 EXP., COLOR. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	1	ROLL	_____	_____
00019	COMMODITY CODE: 915-38-002692  FILM PROCESSING, 35MM EKTACHROME COLOR ROLL FILM, MOUNTED, 20 EXP., COLOR. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	5	ROLL	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00020	COMMODITY CODE: 915-38-002696  FILM PROCESSING, 35MM EKTACHROME COLOR ROLL FILM, MOUNTED, 36 EXP., COLOR. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	1	ROLL		
00021	COMMODITY CODE: 915-38-002678  FILM PROCESSING, BLACK AND WHITE INTERNEGATIVES FROM COLOR SLIDES. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	1	EACH		
00022	COMMODITY CODE: 915-38-002735  FILM PROCESSING, 11 X 14, BLACK AND WHITE PRINTS, CUSTOM ENLARGER MADE PRINTS, SINGLE WEIGHT OR DOUBLE WEIGHT, MATTE OR GLOSSY. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	1	EACH		
00023	COMMODITY CODE: 915-38-002812  FILM PROCESSING, 5 X 7, COLOR PRINTS, MACHINE PRINT. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 P.M.	1	EACH		
00024	COMMODITY CODE: 915-38-002818  FILM PROCESSING, 8 X 10, COLOR PRINTS, CUSTOM COLOR ENLARGER MADE PRINTS. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	25	EACH		
00025	COMMODITY CODE: 915-38-002802	230	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	FILM PROCESSING, 5 X 7, COLOR PRINTS FROM 35MM, 120, AND 126 KODACOLOR AND EKTACOLOR NEGATIVES CUSTOM PRINT, MATTE OR GLOSSY. PROCESSING TIME - 24 HOURS.				
00026	COMMODITY CODE: 915-38-002773  FILM PROCESSING, 5 X 7, COLOR PRINTS FROM 35MM SLIDES MACHINE PRINT MATTE OR GLOSSY. PROCESSING TIME - IN BY 10:00 AM. - OUT BY 5:00 PM.	40	EACH		
00027	COMMODITY CODE: 915-38-002758  FILM PROCESSING, COLOR INTERNEGATIVE FROM 35 MM, 120, 126, 4/5, COLOR PRINTS FROM 35MM SLIDES, MACHINE PRINT, MATTE OR GLOSSY. PROCESSING TIME - 3 DAYS.	1	EACH		
00028	COMMODITY CODE: 915-38-002818  (THE FOLLOWING 40 LINES ARE FOR DIGITAL PRINT PROCESSING: UNIT PRICE FOR THIS SECTION IS FOR PROCESSING OF COPIES FROM A SINGLE IMAGE.)  DIGITAL PRINT PROCESSING, 4X6 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 1 TO 24	20	EACH		
00029	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 25 TO 100	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00030	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: OVER 100	1	EACH	_____	_____
00031	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 COLOR PROCESSING TIME: NEXT DAY QUANTITY: 1 TO 24	600	EACH	_____	_____
00032	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 COLOR PROCESSING TIME: NEXT DAY QUANTITY: 25 TO 100	540	EACH	_____	_____
00033	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 COLOR PROCESSING TIME: NEXT DAY QUANTITY: OVER 100	1300	EACH	_____	_____
00034	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 1 TO 24	1	EACH	_____	_____
00035	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 BLACK AND WHITE. PROCESSING TIME: SAME DAY	1	EACH	_____	_____



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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	IN BY 10 AM, OUT BY 5 PM QUANTITY: 25 TO 100				
00036	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: OVER 100	1	EACH		
00037	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: 1 TO 24	1	EACH		
00038	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: 25 TO 100	1	EACH		
00039	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 4X6 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: OVER 100	1	EACH		
00040	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 1 TO 24	25	EACH		
00041	COMMODITY CODE: 915-38-002818	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	DIGITAL PRINT PROCESSING, 5X7 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 25 TO 100				
00042	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: OVER 100	1	EACH		
00043	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 COLOR PROCESSING TIME: NEXT DAY QUANTITY: 1 TO 24	25	EACH		
00044	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 COLOR PROCESSING TIME: NEXT DAY QUANTITY: 25 TO 100	1	EACH		
00045	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 COLOR PROCESSING TIME: NEXT DAY QUANTITY: OVER 100	1	EACH		
00046	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 1 TO 24	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00047	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 25 TO 100	1	EACH		
00048	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: OVER 100	1	EACH		
00049	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: 1 TO 24	1	EACH		
00050	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: 25 TO 100	1	EACH		
00051	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 5X7 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: OVER 100	1	EACH		
00052	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 COLOR PROCESSING TIME: SAME DAY	15	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	IN BY 10 AM, OUT BY 5 PM QUANTITY: 1 TO 24				
00053	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 25 TO 100	50	EACH		
00054	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: OVER 100	1	EACH		
00055	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 COLOR PROCESSING TIME: NEXT DAY QUANTITY: 1 TO 24	1	EACH		
00056	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 COLOR PROCESSING TIME: NEXT DAY QUANTITY: 25 TO 100	30	EACH		
00057	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 COLOR PROCESSING TIME: NEXT DAY QUANTITY: OVER 100	1	EACH		
00058	COMMODITY CODE: 915-38-002818	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	DIGITAL PRINT PROCESSING, 8X10 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 1 TO 24				
00059	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 25 TO 100	1	EACH		
00060	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: OVER 100	1	EACH		
00061	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: 1 TO 24	1	EACH		
00062	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: 25 TO 100	1	EACH		
00063	COMMODITY CODE: 915-38-002818  DIGITAL PRINT PROCESSING, 8X10 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: OVER 100	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00064	COMMODITY CODE: 915-38-002818  DIGITAL ENLARGER MADE PRINTS, 8X10 COLOR PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 1 OR MORE	1	EACH		
00065	COMMODITY CODE: 915-38-002818  DIGITAL ENLARGER MADE PRINTS, 8X10 COLOR PROCESSING TIME: NEXT DAY QUANTITY: 1 OR MORE	1	EACH		
00066	COMMODITY CODE: 915-38-002818  DIGITAL ENLARGER MADE PRINTS, 8X10 BLACK AND WHITE. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM QUANTITY: 1 OR MORE	1	EACH		
00067	COMMODITY CODE: 915-38-002818  DIGITAL ENLARGER MADE PRINTS, 8X10 BLACK AND WHITE. PROCESSING TIME: NEXT DAY QUANTITY: 1 OR MORE	1	EACH		
00068	COMMODITY CODE: 915-38-002818  (THE FOLLOWING 9 LINES ARE FOR SCAN-TO- DISC SERVICES AS SPECIFIED PER LINE ITEM DESCRIPTIONS.)  SCAN TO CD, 35 MM NEW ROLL ONLY - NO PRINTS. PROCESSING TIME: 24 HOURS	1	EACH		
00069	COMMODITY CODE: 915-38-002818	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	SCAN TO CD, 35 MM NEW ROLL ONLY - NO PRINTS ARE INCLUDED. PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM				
00070	COMMODITY CODE: 915-38-002818  SCAN PHOTOS TO CD, SIZE 3-1/2 X 5 TO 5 X 7, UP TO 50 UNDAMAGED PHOTOS PROCESSING TIME: 48 HOURS.	1	EACH		
00071	COMMODITY CODE: 915-38-002818  SCAN PHOTO TO CD, SINGLE UNDAMAGED PHOTO SIZE 8 X 10 TO 12 X 17 PROCESSING TIME: 48 HOURS	1	EACH		
00072	COMMODITY CODE: 915-38-002818  SCAN TO CD, 2-9 UNDAMAGED PHOTOS, SIZE 8 X 10 TO 12 X 17 PROCESSING TIME: 48 HOURS	1	EACH		
00073	COMMODITY CODE: 915-38-002818  SCAN MEDIA CARD TO CD ONLY - NO PRINTS PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM 128 TO 512 MEGABYTES	1	EACH		
00074	COMMODITY CODE: 915-38-002818  SCAN MEDIA CARD TO CD ONLY - NO PRINTS PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM 1 GIGABYTE	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00075	COMMODITY CODE: 915-38-002818  SCAN MEDIA CARD TO CD ONLY - NO PRINTS PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM 2 GIGABYTES	1	EACH		
00076	COMMODITY CODE: 915-38-002818  SCAN MEDIA CARD TO CD ONLY - NO PRINTS PROCESSING TIME: SAME DAY IN BY 10 AM, OUT BY 5 PM 4 GIGABYTES	1	EACH		